

*Embassy of the United States of America
Islamabad, Pakistan*



Date: November 15, 2023
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To: Offeror
RFQ #: 19PK3324Q1001
From: Contracting Officer
General Services Office
Embassy of the United States of America
Islamabad, Pakistan

E-mail: Primary: abbasims@state.gov
Secondary: aliz4@state.gov

Phone: 92-51-201-4646

Deadline: **COB November 26, 2023**

Subject: Request for Quotation for supply of **Tires** for Toyota Land Cruiser and Hilux

The Embassy of the United States in Islamabad is currently inviting quotations for the supply of Tires for Toyota Land Cruiser and Hilux. To be considered for acceptance, potential offerors should ensure they meet the outlined criteria in the RFQ terms, as the purchase order is Firm-Fixed Price. We encourage all related trade vendors to participate and submit their best competitive quotes on or before the specified deadline. Please note that this RFQ does not guarantee the award from the American Embassy, and the Embassy reserves the right to cancel the RFQ either entirely or partially. The Government will select the responsible quote that adheres to the buyer's terms, provides a fair and reasonable price, and meets the Lowest Priced, Technically Acceptable (LPTA) quote requirements. The government will evaluate the following quote if the lowest-priced selection does not meet the technical specifications.

Items Description

Sr.#	Description	Qty	Unit
1	TIRE, TUBELESS, 265/70R16 (L/C 2004), 115H/116H <u>Important Note:</u> 1. All tires MUST be new (i.e., not used, reconditioned, retreaded, repaired, or remanufactured and avoid gray-market tires.) 2. It is mandatory that the tires are of the Dunlop or equivalent brand, but it must have the latest manufacturing date. 3. Any tires that do not meet these requirements will not be accepted.	10	Each
2	TIRE, TUBELESS, 255/70R15 (HILUX), 115H/116H/110S <u>Important Note:</u> 1. All tires MUST be new (i.e., not used, reconditioned, retreaded, repaired, or remanufactured and avoid gray-market tires.) 2. It is mandatory that the tires are of the Dunlop or equivalent brand, but it must have the latest manufacturing date. 3. Any tires that do not meet these requirements will not be accepted.	10	Each

Terms & Conditions:

Go through this document and read them very carefully. Your response must be in accordance with the solicitation. Otherwise, the proposal may be considered unacceptable and may be rejected.

1. **Required Information:** It is essential to include all required information in/with the quotation to avoid its dismissal. Failure to include necessary information may result in the rejection of the quotation.
 - a) Prepare your quotation on your company letterhead in accordance with the requested details of this RFQ.
DO NOT ALTER OUR RFQ
 - b) Again, quotation must be on the company's letterhead. Otherwise, not acceptable.
 - c) Specify your Delivery Period after receiving of Purchase Order.
 - d) Provide a Technical Specification Sheet along with the pictures of offered equipment/parts.
 - e) The bid must be valid for 30 days from the closing date for this solicitation.
 - f) The quotation must be submitted electronically with the subject line "Quotation for RFQ# 19PK3324Q1001 – supply of Tires for Toyota Land Cruiser and Hilux.
 - g) Acceptance of our Net 30 days Payment terms.
 - h) Provide Unique Entity ID (UEI) of SAM.gov or a statement that you will get

- registered with SAM to get an award.
- i) ***National Defense Authorization (NDAA) Act-889 compliance requirement:** (Disregard if you have already provided)
This is a **mandatory and one-time requirement in a year**. You are requested to read the attached document and provide a signed scan copy of the certificate with the required checkmarks. Upon getting this certification we will be able to place an order with your company.
 - j) Do not put tax as we are U.S. Government's Diplomatic Mission and are exempted from tax under Tax ID: DOS:54-1352940. Please submit a tax-free quote.
 - k) Bidder must have a physical business address in the local market and good financial health to get this award.
(The Embassy has reserved the right to do RAM vetting before an award for vendor's legitimacy).
 - l) Bidder must be a related field supplier.
 - m) The bidder must possess the requested items in their current stock to place a bid. Any reference to stock from external sources is strictly prohibited.

2. Quote Submission Due Date:

- a. Quotations must be received on or before close of business (COB) **November 26, 2023**.
- b. Your quotation must be submitted electronically at abbasims@state.gov and aliz4@state.gov by close of business.
- c. No quotation will be accepted after the deadline.

3. Payment Terms:

Payment will be made through Electronic Fund Transfer (EFT) within 30 days of receiving a precise invoice, packing slip, and proof of delivery that fully complies with Purchase Order provisions. The Financial Management Office must receive these documents upon delivery of complete and acceptable commodities/services at our specified Warehouse address. Failure to comply with the Purchase Order will result in returning the shipment, and your company will be responsible for all related expenses. Following the PO's terms is crucial for smooth and successful transactions and timely payment from the U.S. Government.

4. Delivery Period:

Delivery must be made in full within 30days after receiving of Purchase Order.

5. Inspection & Acceptance:

A Government representative will inspect the items at the time of delivery or later to determine the quality, acceptability and payment shall be released accordingly. Any item found with change in Specs, Quality, Brand shall be returned to the vendor without entertaining the payment claim.

6. Warranty:

The offeror shall provide with its offer, the detailed warranty provisions that will be applicable for the offered brand in Pakistan.

7. EFT Details: Will get Electronic Fund Transfer (EFT) details from a successful bidder.

8. Submission of invoice:

Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

- One original invoice in pdf format to the Financial Management Office and email at IslamabadFMC-invoices@state.gov
- One copy clearly marked "DUPLICATE Copy for GSO and email at Abbasims@sate.gov and aliz4@state.gov

Although email is the preferred method, invoices may also be submitted by mail (do not also send electronically if you mail the invoice to the following address):

Financial Management Officer (FMO)

Order#: ISB-19PK3323Pxxxx

U.S. Embassy Islamabad

Diplomatic Enclave, Ramna 5

Islamabad - Pakistan

Please note: Net 30 will be commenced on the date of receipt of invoice in the US Embassy Financial Management Centre.

9. PACKING, MARKING/LABEL AND SHIPPING INSTRUCTIONS

PACKING:

All Item(s) on the attached purchase order should be packed properly and securely. Your company have an obligation to ensure that goods are properly packaged, prepared and secured for the journey from the supplier's premises to the final destination as well as for storage before and after the shipment.

MARKING:

All packaging must be properly marked and labelled according to the instructions given in the Purchase Order. This is also important when the goods will be delivered directly from supplier's own subcontractor. Each package is to be marked with case markings given in the Purchase Order. The case markings shall be laminated, weatherproof and fastened firmly. Size A4 shall be used for small packages. The supplier is responsible for packing the IMO dangerous goods properly, according to regulations.

LABEL:

The purpose of labelling is to identify the material and supplier when it reaches its final destination. Label/Marking must be weatherproof showing the data indicated in the order. Tags must be accurate and clearly marked on each carton/box as mentioned

below:

Order#: ISB-19PK3323Pxxxx
U.S Embassy Islamabad's Warehouse
Plot# 80C, Street# 6, I-10/3, Industrial area, Dry Port Road
Islamabad – Pakistan

SHIPPING INSTRUCTIONS

To obtain shipping instructions and building access, please contact the ordering person in the U.S Embassy Islamabad's Procurement Department at +92-51-2014000 ext. 5164. You can also send an email to khana11@state.gov ; aliz4@state.gov and islamabad_gso_procurement@state.gov . Once access is granted, please send the shipment to the address provided. Additionally, it is crucial that the supplier receives validation from GSO Receiving staff upon delivery to ensure that the supplies match the enclosed packing list and Purchase order.

It's mandatory to mention Post Order # ISB-19PK3323Pxxxx on each packing/carton and its packing slip, otherwise shipment will be rejected.

Order#: ISB-19PK3323Pxxxx
U.S Embassy Islamabad's Warehouse
Plot# 80C, Street# 6, I-10/3, Industrial area, Dry Port Road
Islamabad – Pakistan

Important Notes:

- Deliveries will be accepted only on Tuesdays and Thursdays from 10:00 a.m. to 01:00 p.m. only; deliveries outside these days and time will be refused.
- Contact us at least three working days prior to delivery date and provide with full name/s (as written on NIC) of the person, driver/helper who will deliver the stuff, along with particulars of Purchase Order, vehicle/s to be used like make, model, color and license plate (registration) number.

10. FAR/ DOSAR Clauses applies on this Solicitation:

The following clauses will be applicable to the resultant purchase order.

52.2522 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make

their full text available. Also, the full text of a clause may be accessed electronically at this address: [Acquisition.gov](https://www.acquisition.gov) this address is subject to change.

For full text DOSAR clauses may be accessed at: <https://www.acquisition.gov/dosar>

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES:

NUMBER	TITLE	DATE
52.204-7	SYSTEM FOR AWARD MANAGEMENT	OCT 2018
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE	OCT 2018
52.204-16	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING	AUG 2020
52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE	AUG 2020
52.204-25	PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT	NOV 2021
52.212-1	INSTRUCTIONS TO OFFERORS—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES	MAR 2023
52.212-4	CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS	DEC 2022
52.223-17	AFFIRMATIVE PROCUREMENT OF EPA-DESIGNATED ITEMS IN SERVICE AND CONSTRUCTION CONTRACTS	AUG 2018
52.225-19	CONTRACTOR PERSONNEL IN A DIPLOMATIC OR CONSULAR MISSION OUTSIDE THE UNITED STATES	MAY 2020
52.227-19	COMMERCIAL COMPUTER SOFTWARE LICENSE	DEC 2007
52.228-3	WORKERS' COMPENSATION INSURANCE	JUL 2014
52.228-4	WORKERS' COMPENSATION AND WAR-HAZARD INSURANCE	APR 1984
52.232-40	PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS	MAR 2023
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	MAR 2023
52.246-26	REPORTING NONCONFORMING ITEMS	NOV 2021

(End)